

**School Advisory Council Bylaws**  
**William T. Dwyer High School**  
**Palm Beach Gardens, FL 33418**  
**Revised February 19<sup>th</sup>, 2025**

**ARTICLE I**

**Name of Organization**

The name of this organization shall be *The School Advisory Council of William T. Dwyer High School*. "Each School Advisory Council shall include in its name the words *School Advisory Council*." Florida State Statute § 1001.452(1)(a).

**ARTICLE II**

**Purpose and function**

**Section 1:** The School Advisory Council (SAC) is a resource for the school, its teachers, parents, students, and principal. Its function is to develop and oversee the implementation of a School Improvement Plan (SIP) that will serve as a framework for school improvement and to assist in the school's annual budget and plan.

**Section 2:** The primary function of the School Advisory Council is to provide all of the stakeholders with an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of multiple sources of available school data as required by Florida State Statutes §§ 1001.452 (2) and 1008.385 (1).

*Special functions include the following:*

1. Approves and oversees the implementation of the school improvement plan.
2. Enlist, promote, and support greater interaction between school and community.
3. Provide input in matters concerning the disbursement of school improvement funds.

and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan.

4. Consult with the administration and faculty when making decisions concerning educational practices at the school.
5. Make decisions based on the available data.
6. Assist in the preparation of the school's annual budget and plan.
7. Advertise the final draft of the school improvement plan and conduct a public meeting for community suggestions.
8. SAC and school staff jointly decide on the distribution of the state's A+ recognition funds.

**Section 3:** The School Advisory Council is not a grievance committee. It must deal with

issues rather than particular person or school personnel problems, except as they affect the overall quality of education and the efficient delivery of school services to students. In such exceptions, sensitivity and discretion are key. Such issues are usually handled privately with the principal or his or her immediate superior.

**Section 4:** Florida State Statute § 1001.452, the SAC shall not have any of the powers and duties now reserved by law to the School Board.

**Section 5:** The SAC must ensure the school includes within their SIP reference to:

- i. Alignment to the District's Strategic Plan
- ii. Single school culture and appreciation of Multicultural diversity (applicable to all grade levels).
- iii. Content as required by Florida State Statute § 1003.42, (see the matrix within the Student Progression Plan which is incorporated in School Board Policy 8.01) as applicable to appropriate grade levels, including but not limited to:
  - a. History of the Holocaust
  - b. History of Africans and African Americans
  - c. Contributions of Hispanics to US History
  - d. Contributions of Women to US History
  - e. Sacrifices of Veterans and the value of Medal of Honor recipients

## **ARTICLE III**

### **Representation and Membership**

In accordance with Florida Statute 1001.452, which outlines the establishment of SAC:

**Section 1:** The membership shall be representative of the student body and community served by the school. The SAC shall have appropriately balanced numbers of teachers, parents, support employees, students, businesses, and community members.

**Section 2:** The majority (50% plus 1) of the members of the SAC shall be non-school district employees. District employees would be the number and percentage of members who are employees of the district. The percentage of district employees should be less than 50 percent of the total SAC membership.

**Section 3:** The SAC membership shall be appropriately balanced. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and socio-economic communities served by the school.

**Section 4:** Membership types: principal; assistant principal; teachers (including chairperson of the Employee Building Council); community members; parents of students; students (rotating

position).

## ARTICLE IV

### Membership Selection

**Section 1:** The SAC membership shall be constituted as follows:

1. Parents, teachers, students, and support employees will be elected by their respective groups through an election in which all groups have an opportunity to participate. There should be at least one representative member for each group. Depending on your school center, you may need a limit on members and candidates.
2. Teachers shall be elected by teachers;
3. Education support employees shall be elected by education support employees;
4. Students, when appropriate, shall be elected by students; and
5. Parent members shall be elected by parents in general, with all parents having an opportunity to participate in voting for any parent on the ballot.
6. Business and community members will be selected by the principal, following the advice and consent of SAC. Any SAC member may recommend the appointment of business and community members.
7. Appropriate constituencies shall elect replacement members.
8. The principal is automatically a member by legal mandate.
9. A majority of the members shall be non-school board employees.
10. If the election process does not produce representative membership, the principal may appoint representative members, or members will be added from the school board pool.

### Section 2: Elections

1. Shall be held in August of each year on the 3rd Wednesday, and the installation of new members shall follow immediately.
2. Voting will occur at the election meeting using a show of hands consisting of, Aye, Nay, or Abstain.
3. Voting records will be kept by a SAC officer, and the results will be reflected in the official SAC minutes. Voting by secret ballot is not permitted. For further information, see Section 1001.452(1)(a), F.S.
4. Resolution of disputes and/or deadlocks as to the membership, if done at a SAC meeting, must be in compliance with the Sunshine Laws: No resolution, rule, or formal action of a SAC shall be considered binding unless taken or made by voting members at meetings that have been made open to the public. The SAC will provide reasonable notice of all

such meetings and designate a specific period of time for public comment during each meeting as per Section 286.011(1), F.S., Sunshine Manual, and Informal Opinion, February 17, 1995, Attorney General's Office. State Statute 1008.452 requires a quorum to conduct meetings and vote. The quorum is a majority of the membership. Schools may determine a minimum quorum by at least more than half (for example, seven of 10 members is a quorum) of the SAC members before business is transacted or motions are passed. For voting, the majority rule applies (more than half of the quorum).

5. There will be a wide notice of SAC vacancies and elections through methods including the school marquee, school newsletter, PTA and PTO meetings, announcements at open houses, etc.
6. Any SAC member may recommend the appointment of business and community members to serve on the SAC. To ensure wide notice of vacancies, forums such as the school website, school marquee, and school newsletter will be utilized, and input will be sought on possible members from local businesses, chambers of commerce, community and civic organizations and groups, and the public at large.
7. Each parent of William T. Dwyer High School will be notified of SAC elections in accordance with Fla. Stat. 286.011, "Public meetings and records; public inspection."

#### **Participation in Meetings Interactive Video or Telephonically.**

- A. SAC members, parents, community, and the public may attend and participate in meetings through the use of an interactive video and/or telephone system, as long as a quorum of voting SAC members are physically present at all times during the meeting in the same location. The Department of School Improvement is available to assist principals with resources regarding the decision to offer a hybrid option for SAC meetings.
- B. Voting SAC members may participate and vote through the use of an interactive video and/or telephone system to allow a SAC member who is not physically present to attend the meeting, in those instances where the SAC member is confined to home or hospital due to illness or accident, or in situations where the committee member's absence is due to a death or serious illness of an immediate family member. Any other situations which cause a voting member to be absent from a meeting will require a vote by a majority of the committee members physically present, based only on extraordinary circumstances as required by law in the SAC's best judgment, to allow the voting member to participate and vote by the above-referenced technology. This voting procedure needs to take place for all future meetings to determine if any extraordinary circumstance exists. **SAC needs to determine if the requests constitute "extraordinary circumstances" based on their best judgment therein.**

## ARTICLE V

### Tenure

**Section 1:** The term of office shall be staggered to provide continuity from year to year.

**Section 2:** SAC members, other than those designated to complete unexpired terms, shall be elected to two-year terms.

**Section 3:** Council members shall not serve 2 consecutive terms in the same elected position.

**Section 4:** No member may have more than two unexcused consecutive absences or miss more than 50% of the scheduled SAC meetings in a school year. As required by Florida State Statute § 1001.452 (1)(d)4, in the event of two unexcused consecutive absences from a properly noticed SAC meeting, the person's membership will cease. In the event of excessive absences, the SAC chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, Article IV, and Section 1. Such individuals will fill the remainder of the term in which they were elected. Excused absences include illness, emergencies, or prior notice to the chairperson of unavailability.

## ARTICLE VI

### Meetings

All SAC meetings shall be held in accordance with Florida Statutes 286.011, "Public meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice (seven days' notice is generally recommended); openness of SAC meetings to the general public in a location accessible to the public; and taking minutes of the meeting, which must be made available for public inspection following the meeting.

This public notice is in addition to the minimum three (3) days advance written notice required by Fla. Stat. 1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

The SAC shall designate a specified period of time for public comment during each meeting before the SAC votes on an item as per Florida State Statutes §§ 286.011(1) and 286.0114 and Informal Opinion, February 17, 1995, Attorney General's Office.

**Section 1:** There shall be at least eight council meetings during the school year.

**Section 2:** Meetings may be held at a time of day decided upon by the council.

**Section 3:** The SAC chairperson may, on occasion, call a special meeting, or change the meeting date with approval from the SAC Officers.

**Section 4:** Subcommittees will meet as needed (see Article XI).

## ARTICLE VII

## **SAC Governance**

Establishing procedures for making proposals, collecting, counting, and narrowing suggestions, and for the resolution of disputes and/or deadlocks

1. SAC meetings shall be held on the 3rd Wednesday of each month, unless otherwise agreed upon by the SAC with reasonable notice, from 6:00 p.m. to 7:30 p.m. SAC meetings must be scheduled when parents, teachers, businesspeople, and members of the community can attend.
2. Person(s) suggesting idea(s) should be present at SAC meeting(s) where their idea is being presented or considered for questions, comments, or concerns.
3. All ideas should be heard and considered prior to making any decisions.
  4. Any idea should have a purpose and an outcome affecting school improvement and be aligned with the strategic plan.
4. A historian or secretary will be in charge of recording minutes.
5. Ideas can be addressed before the closure of the meeting or postponed until the next meeting. (Have a specific time frame.)
6. When an idea is addressed, SAC, by majority vote, will decide whether to adopt or reject it.
7. If voted and approved, the SAC chairperson must sign as approved, give a copy to the school administration and the school's treasurer, with a copy going to the SAC historian.
  8. A summary of the minutes will be kept at the school site.

## **Voting Procedures at SAC Meetings**

1. The agenda should include items scheduled to come before the SAC for a vote. The agenda should be posted no less than three days prior to the scheduled SAC meeting.
2. Votes may only be taken if a quorum is present. A quorum requires at least 51 percent of the total SAC membership.
3. SAC members, parents, community, and the public may attend and participate in meetings through the use of an interactive video and/or telephone system, as long as a quorum of voting SAC members are physically present at all times during the meeting in the same location.
4. Voting SAC members may participate and vote through the use of an interactive video and/or telephone system to allow a SAC member who is not physically present to attend the meeting, in those instances where the SAC member is confined to home or hospital due to illness or accident, or in situations where the committee member's absence is due to a death or serious illness of an immediate family member.
5. Any other situations which cause a voting member to be absent from a meeting will require a vote by a majority of the committee members physically present, based only on extraordinary circumstances as required by law in the SAC's best judgment, to allow the voting member to participate and vote by the above-referenced technology. This voting procedure needs to take place for all future meetings to determine if any extraordinary circumstance exists. SAC needs to determine if the requests constitute "extraordinary circumstances" based on their best judgment therein.

## ARTICLE VIII

### Duties of Officers

**Section 1: *Chairperson*** The chairperson shall preside at all meetings of the School Advisory Council and be a de facto member of all committees. The SAC chairperson shall appoint the chairperson of all standing committees.

**Section 2: *Co-Chairperson*** The co-chairperson shall act as an aide to the chairperson and preside in the absence of the chairperson. In the case of a vacancy in the office of the chairperson, the co-chairperson shall be responsible for reviewing and revising the SAC By-Laws annually.

**Section 3: *Secretary*** The secretary shall keep minutes of the meetings and be responsible for any correspondence received by the SAC. The secretary shall also document the activities, decisions, and attendance of the council and its subcommittees for accountability. The secretary shall act as the resource that documents the past, present, and future progress of the SAC and its committees. The secretary shall maintain the minutes of previous years and any anecdotal records of the SAC and its committees.

### Duties of Members

**Section 6: *Principal***. The principal shall provide information regarding the school's educational plan. The role of the principal includes the development, through positive actions, of trust and collegiality among the SAC, the community, and the staff. The principal arranges for presentations of interest to the SAC and encourages leadership from within the council.

**Section 7: *Faculty and School Staff Representatives*** The members of the school staff represent the views and interests of the total school staff. They will act as a resource for the

SAC by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the SAC and the school staff, informing others of the actions and activities of the council.

**Section 8: *Parents, Businesses, and Community Representatives*** The parents, business, and community members of the SAC shall represent the views of parents, citizens, and business and community organizations to the school community. They shall act as a resource person for the SAC in the areas of community-related problems that affect the school and its pupils. They shall serve as a communication link between the SAC and business, community, and parent groups.

**Section 9: *Student Representatives*** The student representatives of the SAC shall serve as voting representatives of all students, relaying suggestions and recommendations from members of the student body and the student government to the SAC for consideration. The student members shall be represented at all levels on appropriate committees, assist in securing the support of students for programs planned to deal with problems affecting students, and serve as a link between the SAC and the student body.

## ARTICLE IX

### Committees

Committees are formed to conduct research and make recommendations regarding specific areas that affect the organization.

**Section 1: *Voting Body*** The SAC is the formal council, which is responsible for voting upon and implementing the decisions for the organization. The SAC will consist of an elected membership and will require a quorum if any formal action is to be taken by the SAC. A quorum is a majority (50% plus 1) of the SAC membership.

**Section 2: *Standing Committees*** Standing committees are created for long-term, ongoing functions and are expected to schedule regular meetings. The standing committees focus on "large" issues, such as school safety, curriculum, professional development, or student needs. The SAC officers will vote to appoint the chairperson of a standing committee. A standing committee will study issues and make recommendations to the voting body.

**Section 3: *Ad Hoc Committee (Task Force)*** These committees are formed to deal with specific, short-term concerns that are not appropriately assigned to the standing committees. Examples of an ad hoc committee would be a uniform committee, a committee formed to deal with a bus problem, etc.

## ARTICLE X

### Rules of Order

**Section 1:** School Advisory Committee decisions shall be reached by consensus whenever possible. If the SAC is deadlocked, decisions will be made according to the deadlock process.

**Section 2:** The SAC will operate under parliamentary procedures such as Robert's Rules of Order.

### Consensus

**Section 1:** Consensus of the quorum will be the primary decision-making method to be used by the School Advisory Council. Consensus is reached when (a) all members understand the decision, (b) will support it, and (c) are willing to implement the decision.

**Section 2:** The deadlock resolution procedure will be used when the membership has voted and the decision is not unanimous. When time deadlines permit further deliberations, the SAC members, by majority vote, determine if there is an agreement to refer the issue to a committee



for further study.

If not, follow this deadlock process:

1. Either upon motion to postpone, if approved by majority vote, all SAC members shall be given notice that a vote will be held at the next meeting on the issues, or
2. On motion, a majority of the total SAC membership votes to adopt a position on that issue at that meeting and specify the official position.

### **Additional Financial Controls**

**Section 1:** After the SAC has voted to approve an expenditure of school improvement funds by an entity or person, that person or entity has a period of time not to exceed 1 month to use those funds and seek payment from the SAC. If the SAC (or school bookkeeper) has not been notified that the funds were expended by that deadline, following a reminder notice to the requestor, the funds will be considered to have reverted back to the general SAC funds as available for reallocation, absent extenuating circumstances as determined by vote of the SAC.

### **Procedures for Collecting Ideas and Determining the Use of School Improvement Funds**

Florida Statute 1001.42(18)(d) stipulates that school improvement plans must utilize school improvement funds in accordance with Florida Statute 24.121(5)(c) for programs or projects jointly agreed upon by the school advisory council. The principal may not override the recommendations of the SAC on the use of these funds.

1. During the SAC meeting, individuals could present their ideas, questions, comments, or concerns regarding the use of school improvement funds.
2. All ideas should have a purpose and an outcome supporting the school improvement process and be aligned with the strategic plan.
3. Ideas can be addressed before the close of the meeting or tabled until the next meeting.
4. If the use of school improvement funds requires a vote, the voting process set forth within the bylaws should take precedence.
5. Once voting has been approved, a summary of the minutes will be kept at the school site.

### **Establishing a Procedure for use of A+ Funds**

As per Florida State Statute § 1008.36, the final recommendation comes from school staff and the SAC votes whether to approve that recommendation. If school staff and the school advisory council cannot reach agreement by **February 1**, the awards must be equally distributed to all classroom teachers currently teaching in the school.

1. Prior to receiving A+ funds, schools should refer to the agreed-upon process on how to resolve conflicts that may arise.
2. SDPBC's Budget Department suggests setting up separate accounts for each A+ type of distribution with the year and type of allocation (for a specifically marked project or program).
3. The funds are to assist the school in maintaining or improving student performance as determined jointly by the school's staff and School Advisory Council. They must be used

for non-recurring bonuses to faculty and staff, non-recurring expenditures for educational equipment and materials, and/or for temporary personnel.

4. The Ad Hoc Committee is formed to make recommendations for the ballot to be approved by the SAC. Once approved, the ballot is shared with the school staff to be voted on anonymously, as stated within the SAC Bylaws and within a given time frame. Once the voting has been finalized, the results of the vote must be shared with the SAC. If any deadlocks occur during voting, the ballot goes back to the ad hoc committee, and the process begins again.

Schools need to be aware of the statutory deadline for schools to develop and approve a school recognition spending plan.

The minutes and voting results are recorded; a copy is kept at the school and shared with the school treasurer.

## **ARTICLE XI**

### **Amendments**

**Section 1:** The by-laws may be amended at any regular meeting of the SAC by a two-thirds majority (recommended by Robert's Rules of Order) of members present and voting. Written notice to the members of the proposed amendment shall be given at least three (3) days prior to the meeting at which it is to be voted upon. A quorum is required at any meeting for action to be taken. All SAC meetings shall be held in accordance with Fla. Stat. 286.011, "Public meetings and records; public inspection."

**Section 2:** The SAC and its committee shall review and, when appropriate, recommend revisions to the SAC Bylaws annually. The adoption of revised bylaws shall follow the procedure for amendments.

**History:** January 22, 2025, September 24, 2019, October 9, 2012, September, 2009